

**MINUTES (DRAFT)**  
**MEAD PUBLIC LIBRARY**  
**FINANCE COMMITTEE MEETING**  
**Thursday, August 23, 2012**

The meeting of the Mead Public Library (MPL) Board Finance Committee was held on Thursday, August 23, 2012 in the Public Conference Room. Present Committee Members: Mr. Zylman, presiding; Ald. Carlson, Mrs. Johnson, Mr. Nelson, and Mr. Sampson. Unable to attend: Mrs. Quinn. Present Staff Members: Ms. Winkle and Mr. Zehfus.

1. The meeting was called to order at 2:15 p.m. by Zylman.
2. Zylman determined there was a Quorum present.
3. Johnson **moved** to approve the Finance Committee minutes of July 26, 2012. **Seconded** by Nelson. The motion **passed**.
4. Zylman began review and possible action on payment of current expenditures, including payroll and recurring expenditures. Nelson **moved** to recommend the Board approve the current expenditures. **Seconded** by Sampson. The motion **passed**.
5. Zylman began review and possible action on appropriation of future capital reserve funds for elevator maintenance. Zehfus reported on the elevator maintenance account and required safety modifications scheduled for 2011 but not completed and paid for until 2012 that would cause the account to be over expended in 2012. Nelson **moved** to recommend that the Board approve the use of future capital funds to cover the 2012 elevator maintenance costs. **Seconded** by Sampson. The motion **passed**.
6. Winkle reviewed the July 30<sup>th</sup> joint meeting with the Common Council Finance Committee. Winkle distributed copies of the handouts that were passed out at the joint meeting. The city funds 71% of MPL expenditures which roughly matches use, with city residents accounting for 73% of MPL circulations. Ald. Carlson reported that the Council intends to consider the 2013 Budget for city services as currently submitted. Any restructuring of city departments will likely occur in 2014 and 2015.
7. Winkle reported that the Rocca Meeting Room project scheduled to be completed this week did not get underway. The carpet supplier hadn't ordered the carpet. Now the earliest projected completion date is in early October just prior to the Children's Book Festival, October 12 – 14.
8. Winkle updated the Committee on the third floor space re-allocation project. This would shift current copies of magazines to the second floor, the café area to the first floor and repurpose the Mead Reading Room to children's activities and Jerry Black's/NewStand to adult programming. A proposal from EBI for new chairs and tables for both rooms is approximately \$20,000. The Committee discussed the matter at length and by consensus put the project on hold for now due to funding concerns.
9. Zylman reviewed the development of financial benchmarks for the Committee to monitor. No action was taken.

10. There were no items selected to be placed on future agendas.
11. Zylman confirmed that he would make the Committee's report to the Mead Public Library Board at its meeting this afternoon.
12. The date of the next meeting will be September 27th or as needed.
13. Johnson **moved** to adjourn the meeting. **Seconded** by Sampson. The motion **passed**. Zylman adjourned the meeting at 3:45 p.m.